



2000 Forest Ridge Drive, Bedford, Texas 76021
www.bedfordtx.gov (817) 952-2100

Open: June 12, 2015
Close: Until Filled

JOB POSTING
Special Events & Cultural Coordinator
Full Time
Monthly Salary \$3,586

JOB SUMMARY:

Assists the special events manager in the creation, coordination, development and logistics of special events and activities to increase tourism in the City of Bedford. Works with the Cultural Commission and city staff to support and expand cultural activities in the City of Bedford.

MINIMUM QUALIFICATIONS:

- Bachelor's degree (B.A.) from a four-year college or university with course work in Recreation, Marketing, Tourism, Hospitality or related field and one to two years related experience and/or training; or equivalent combination of education and experience.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top Management, public groups or boards of directors.
- Ability to respond effectively to the most sensitive inquiries or complains.
- Advanced social skills to effectively deal with the public.
- A valid Texas Driver's License

SKILLS AND EXPERIENCE:

- Knowledge of computer including Word, Excel and Power Point in order to maintains uses and creates reports using the online registration system for vendors, sponsors and volunteers for all City of Bedford Events.
- Organizes children's activities and crafts during 4th of July event and other related events.
- Develops, implements and coordinates all volunteer schedules under the direction of the Special Events Manager.
- Applies for grants and sponsorships to support arts and cultural activities.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

TO APPLY:

Applications are available at City Hall, 2000 Forest Ridge, Bedford, TX or on-line on our web site @ www.bedfordtx.gov.

The City of Bedford is an Equal Opportunity/ Affirmative Action Employer